2. At the Duke LMS Home screen, in the Catalog Search field, type “exempt”.
3. Next, in the Starting field, click the drop down and select “Any Date”.
4. Click Search.

5. Scroll through the results to find the It’s Not That Simple: Modifying and Issuing Additional Payments to Exempt Staff course. Select the offering for the desired date.

6. Click Register.
7. At the **Confirmation** page, click the *Go to In-Progress Learning* link.

8. Click the **View Details** button.

ษ It's Not that Simple - Modifying and Issuing Additional Payments to Exempt Staff  (00042591)

Session Information: 04/08/2014 - 04/08/2014 - *Tues (9-10:30am)(01:30 hours)*

Location: **Broad Street-Training Room 03**

Status: **Confirmed (Registration Date: 01/02/2014)**
9. Read the course description. Note the no show fee policy statement.

10. Click the View All Sessions button.

11. Note the start and end time and Instructor.